

DEPARTMENT OF BENEFIT PAYMENTS



April 30, 1974

ALL-COUNTY LETTER NO. 74-75

TO: ALL COUNTY WELFARE DIRECTORS
WELFARE FISCAL OFFICERS
COUNTY AUDITORS

SUBJECT: ADMINISTRATIVE EXPENSE CLAIM INFORMATION #2

REFERENCE:

1. RECORDING TIME SPENT ON MIXED HOUSEHOLD FOOD STAMP CASES

Recent county reviews of time study procedures for the Food Stamp Program revealed a problem on where to charge time spent on a mixed household case.

Food Stamp Manual Section 63-302.342 includes mixed households within the nonassistance household category.

Therefore, during the time study month, time spent by eligibility workers on mixed household food stamp cases must be charged to the nonassistance food stamp program on the DFA 43, County Employee Eligibility Time Study. Please inform the necessary staff prior to the May 1974 time study.

2. CLAIMING FOR RESPONSIBLE RELATIVE CONVERSION COSTS

During the months of April, May and June 1974, counties will be in the process of converting from county administration to state administration of the Responsible Relative Program. For conversion instructions, please refer to All-County Letter No. 74-52 - Responsible Relative Program.

This conversion process will consist mainly of the completion of Forms SSP 8 and SSP 9. All time spent by clerical staff in this conversion process will be a direct charge on the administrative claim and will be eligible for 100% state reimbursement.

OBsolete

Superseded by

ACL

76-27

GEN 654 (2/74)

Issued

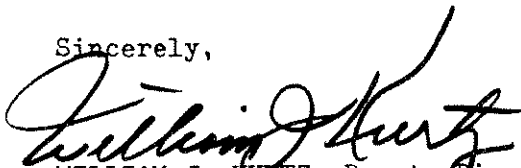
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The procedure for receiving this reimbursement will be as follows:

- A. All clerical staff time spent on the conversion process for the three-month period must be shown on the Eligibility Worker Time Study, DFA 43. This time must be recorded on Line O and shall be labeled as "RR conversion". No clerical staff time spent on conversion may be included in Line M, Responsible Relative. The time spent by these workers on clerical functions other than RR conversion must be recorded on Line Q, Non Allocable.
- B. At the end of the three-month period, determine (1) the combined salaries for all of these RR conversion workers, (2) number of hours spent on RR conversion, and (3) total number of hours worked during the period. The next step is to divide the number of hours spent on RR conversion by the total number of hours worked during the period. The ratio obtained is used as the basis for determining the amount of these salaries eligible for 100% reimbursement. Assuming that the ratio obtained is .85 and the combined salaries for the period is \$10,000, then \$8,500 ($.85 \times \$10,000$) would be claimed on DFA 325.2 Group III, Direct Costs, B. Eligibility and Nonservice, 1. Personal services for the Responsible Relative Program. The balance of the salaries, \$1,500 (\$10,000 minus \$8,500), is to be included in Group II.A.1, Clerical Support.
- C. In using this method, the hours recorded on the DFA 43 by each RR conversion worker are used only to determine the amount of cost eligible for 100% state reimbursement. These same hours must not be used in the development of the DFA 323, Eligibility Time Study Summary and program ratios.

If any questions arise regarding this letter, please contact Dick Lowry at 916/445-7046.

Sincerely,


WILLIAM J. KURTZ, Deputy Director
Administration

cc: CWDA

5-10-81